

## **Delta Regional Authority – Special Projects Manager for Small Business and Entrepreneurship**

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The Delta Regional Authority is a federal-state partnership that is congressionally mandated to help create jobs, build communities, and improve lives in the Delta region, which includes 252 counties and parishes in Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. The Authority invests in projects that directly support community and economic development efforts for the Delta region through investments in basic public infrastructure, transportation, workforce development, small business and entrepreneurial development, health, and community leadership. Working alongside 44 Local Development Districts as front-line project managers and local and state leadership, these investments by the DRA support job creation and community development.

**JOB TITLE:** Special Projects Manager for Small Business and Entrepreneurship

**SUPERVISORY CONTROL:** Director of Small Business and Entrepreneurship and Chief of Staff

**POSITION SUMMARY:** The Special Projects Manager for Small Business and Entrepreneurship will oversee and coordinate the implementation of the Developing Entrepreneurial Ecosystems through Mentorship (DEEM) Program with the Economic Development Administration and other federal partnership programs within the Small Business and Entrepreneurship Initiative. The position will support the implementation of the DRA's Small Business and Entrepreneurship strategy throughout the 252 counties and parishes in eight states.

### **DUTIES AND RESPONSIBILITIES**

The Special Projects Manager for Small Business and Entrepreneurship is expected to possess the following skills, experience, and knowledge necessary to execute and deliver the following outcomes on time as specified by the Delta Regional Authority (DRA):

- Generate and coordinate logistics for DEEM external events and workshops as it pertains to the SBE Initiative;
- Maintain updated information and project status of DRA projects and programs for use in external publications and on website;
- Provide in-person support to Federal Co-Chairman and the Director of Small Business and Entrepreneurship at events and generate/facilitate correspondence as follow-up from these public events;

- Interact with key stakeholders to deliver an efficient and effective ecosystem building for entrepreneurs and entrepreneurship support organizations including processes, reviews, updates, and improvements;
- Daily staff support for federal partners;
- Coordinate the activities of multiple entrepreneurship support organizations to implement strategic plans in support of developing entrepreneurs and small businesses;
- Coordinate the design of a set of metrics that can be used to analyze deliverables and quantify the value and effectiveness of the DEEM program.
- Additional project development and implementation.

## **QUALIFICATIONS:**

**EDUCATION:** A minimum of a Bachelor's Degree from a four-year accredited college or University in in a related field. Graduate degree preferred.

**EXPERIENCE:** Two to four years of experience in program management, entrepreneurship, and/or economic development required.

Experience working, living, or studying in the DRA footprint.

## **OTHER REQUIREMENTS:**

- Exceptionally strong writing, editing, and research skills
- Ability to demonstrate skills, knowledge, and experience in the execution of workforce plans and activities.
- Strong creative, strategic, analytical, organizational, and interpersonal skills.
- Computer literacy in word processing, database management and website layout.
- Strong oral and written communications skills.
- Strong commitment to diversity and equity.
- Ability to effectively multi-task.

## **PHYSICAL REQUIREMENTS:**

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a)

standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.

- Travel within the eight states of the DRA footprint will be expected on a potentially weekly basis.

**COMPENSATION:** Salary is based upon salary history, education, and experience.

**HOW TO APPLY:** Submit a cover letter, resume with references, and two writing samples to [jobs@dra.gov](mailto:jobs@dra.gov) with the subject line: Special Projects Manager-SBE